

PRIVATE AGENCY APPROVAL PROCESS (Effective April 2008)

Approvals for New Private Agencies

1. New agencies seeking approval from DESE to provide special education services to students with disabilities must complete and submit the following:
 - Application Form, includes General Assurance Statement
 - Copies of teacher certificates and licenses for related service providers.
 - Conduct Facilities Self-Study
 - Submit Dates of Safety Inspections/Occupancy Permit
2. DESE will review information submitted to determine if the agency is ready for an on-site visit.
 - If not, additional information will be requested.
 - If so, an onsite visit will be scheduled.
3. DESE will conduct an on-site review of the facilities.
 - Facilities
 - Policies
 - Supplies/equipment
 - Required staff
4. Based upon documentation submitted by the agency and the onsite visit, DESE will grant
 - Approval
 - Conditional Approval, or
 - Not Approved

Approvals for Existing Private Agencies

1. To remain on the approval list, agencies must submit the following to DESE by June 1st each year:
 - Signed Assurance Statement
 - Updated information on any changes
2. Onsite visits
 - A follow-up onsite visit will be scheduled within one year of an agency's initial approval.
 - Other on-site visits will be scheduled on an as needed basis, depending upon changes in the facilities and/or concerns reported by parents, school districts, or other interested parties.
 - Random visits may also be made to a small number of private agencies each year.
3. Annual letters will be sent indicating approval status for each school year.